

MassDEP, Bureau of Air and Waste

Air Quality – AQ01 Limited Plan Approval Application (Fuel and Process)

Instructions for Online Filing



EEA ePLACE Portal

AQ01 LPA Fuel or Process

- ▶ How to create an account in ePLACE
- ▶ How to file an online application
- ▶ How to pay fee
- ▶ How to check your application status
- ▶ How to get help



Register for an Account

- Create or Log-in to your account in eLicensing
- First time users click here
- Be sure to provide your full name, address, and contact information when setting up your account.

Mass.gov State Offices & Courts State A-Z Topics State Forms Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

eLicensing and ePermitting Portal

[Announcements](#) ☐ [Accessibility Support](#) [Register for an Account](#) [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the Issuing Agency directly using the links below.

[Contact Energy and Environmental Affairs](#)

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

[Advanced Search](#)

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

Options for Consumers and the General Public:

- Check License Status for Individuals or Business Licensees [here](#)

Login

User Name or E-mail:

Password:

[Login](#)

☐ Remember me on this computer

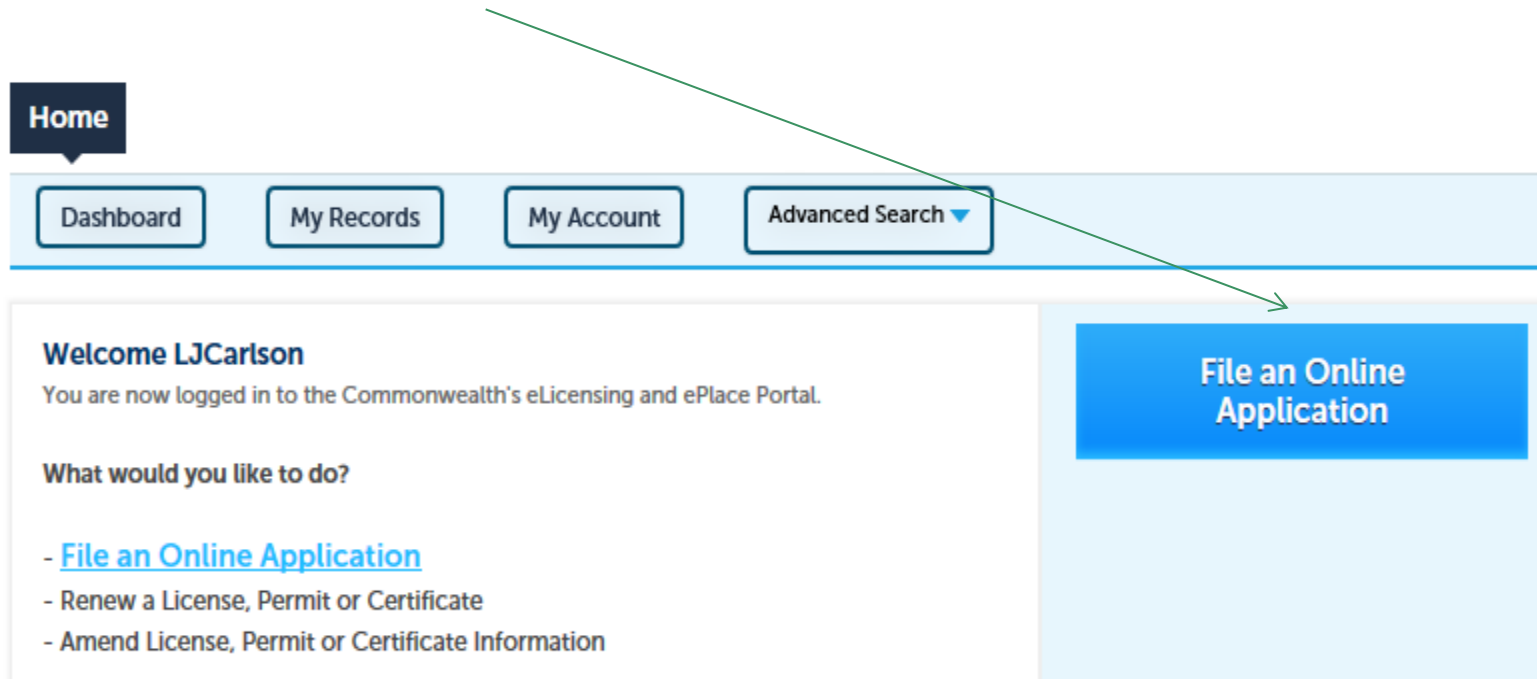
[Forgot my password](#)

[New Users: Register for an Account](#)



File an Online Application

- Click here to start (new application- see slides 13 and 48 for resuming a partially completed application)



The screenshot shows the EEA ePLACE Portal dashboard. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar containing four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' with a dropdown arrow. A green arrow points from the text 'Click here to start' to a large blue button labeled 'File an Online Application' on the right side of the dashboard. The main content area on the left is titled 'Welcome LJCarlson' and states 'You are now logged in to the Commonwealth's eLicensing and ePlace Portal.' Below this, it asks 'What would you like to do?' and lists three options: '- [File an Online Application](#)', '- Renew a License, Permit or Certificate', and '- Amend License, Permit or Certificate Information'.



File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”

Home

[File an Online Application](#)

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the “Continue” button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

[Continue »](#)



File an Online Application

- Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”

CLICK ON THE BELOW LINKS TO APPLY FOR AUTHORIZATIONS FROM DIFFERENT DEPARTMENTS:

ENERGY AND ENVIRONMENTAL AFFAIRS (DEP, MDAR, DCR)

- ☐ APPLY FOR A DEP AUTHORIZATION
- ☐ APPLY FOR A MDAR AUTHORIZATION
- ☐ APPLY FOR A DCR AUTHORIZATION

LINK YOUR ACCOUNT

Continue »



File an Online Application

- Click “Air Quality” to see the available applications
- Select either AQ01 Fuel or AQ01 Process

The following are the Authorizations for the selected Department:

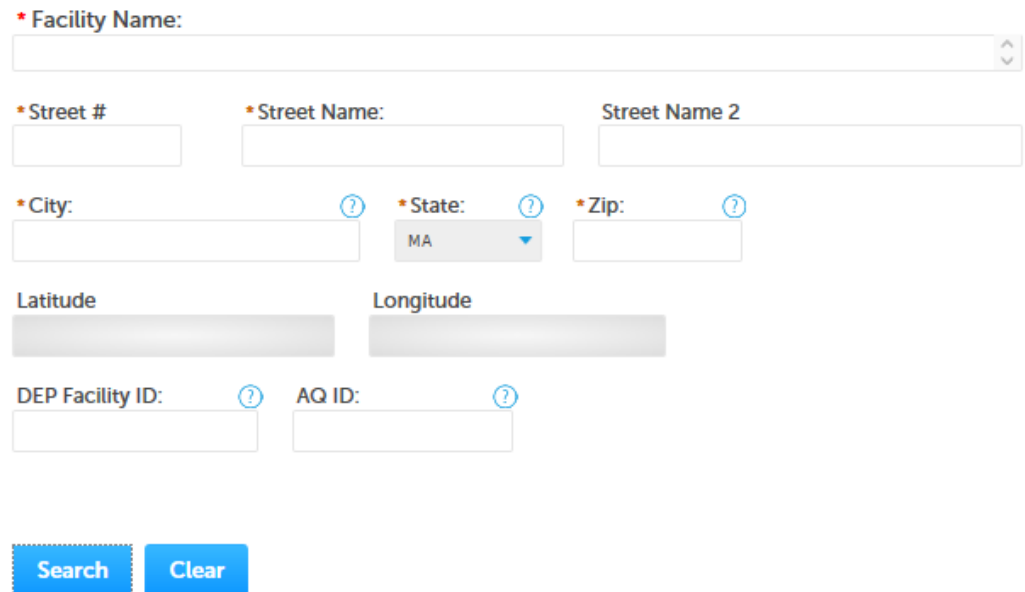
Air Quality (AQ)

- ☐ 50% or 25% Facility Emission Cap Application
- ☐ AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application
- ☐ AQ01 - Limited Plan Approval for Process Emission Unit(s) Application



Step 1. Facility Information: Facility

- Search for an existing facility by entering name or address and click on “Search”.
- If not found, click on “Clear” and use different or fewer criteria
- If still not found, add as new facility by typing in the facility information as required (see red asterisk)



* Facility Name:

* Street # * Street Name: Street Name 2

* City: ? * State: ? MA * Zip: ?

Latitude Longitude

DEP Facility ID: ? AQ ID: ?



Step 1. Facility Information: Facility

- Based on what you have searched for, a list will be returned with all possible matches.
- In the example here the search was for a street named “Hampden”
- Click on the button to the left of the facility name and click “Select” or
- Click “Cancel” and search again

portion of the name in the "Name" box and click on "Search". Your search will return a li

Facility(s)

Showing 1-12 of 12

	Facility Name Address
<input type="radio"/>	HAMPDEN 625 MAIN ST HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN AUTO BODY 224 MAIN ST HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN COUNTRY CLUB 128 WILBRAHAM RD HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN COUNTY JAIL 0 GEORGIA ST LUDLOW MA 01056
<input type="radio"/>	HAMPDEN COUNTY SHERIFFS DEPT CORRECTION 627 RANDALL RD LUDLOW MA 01056
<input type="radio"/>	HAMPDEN ENGINEERING CORP 99 SHAKER RD EAST LONGMEADOW MA 01028
<input type="radio"/>	HAMPDEN FENCE SUPPLY INC 80 INDUSTRIAL LN AGAWAM MA 01001
<input type="radio"/>	HAMPDEN GAS MART INC 562 WESTFIELD ST WEST SPRINGFIELD MA 01089
<input type="radio"/>	HAMPDEN HIGHWAY DEPARTMENT 589 MAIN ST HAMPDEN MA 01036
<input type="radio"/>	HAMPDEN PAPERS INC 100 WATER ST HOLYOKE MA 01040
<input type="radio"/>	HAMPDEN PONDS REALTY LLC 95 NEW BROADWAY WESTFIELD MA 01085
<input type="radio"/>	HAMPDEN TRADING INC 33 COMMERCIAL DR HAMPDEN MA 01036

<

Select Cancel



Step 1. Facility Information: Owner

- Click “Look Up” to find Facility Owners already registered with DEP
- Or add a new Owner

Owner Information

To add an owner, click the “Add New” button. You will have the option of using your login information, if applicable. You can also “Look Up” a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

[Add New](#)[Look Up](#)

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

[Continue Application »](#)[Save and resume later](#)

Step 1. Facility Information: Owner

- Search for an existing Contact by entering a name and click on “Look Up”
- Select your contact from the list and click “Continue”
- If not found, click on “Clear” and try with fewer criteria
- If still not found, click “Cancel”

Look Up Contact

Contact Type: ⓘ

--Select-- ▼

First Name:

Middle Name:

Last Name:

Name Of Organization: ⓘ

Contact Person:

Telephone #:

E-mail:

Look Up

Clear

Cancel



Step 1. Facility Information: Owner

- If there is no registered owner, click “Add New”
- Provide all information in the new window that opens
- Click “Continue”

Please fill the below Information:

*Individual/Organization:
--Select--

First Name: Middle Name: Last Name:

Suffix:

*Telephone #: Ext #:

*E-mail:

*P.O. Box / Address Line:

*Country:
United States

*City: *State: *Zip:

Continue Clear Cancel



Save and Resume Later

- At some point in the process, you should click the “Save and Resume” button.
- When you do this, the system will send you an email with a PIN Number.
- Share this number (forward the email) with the Responsible Official who will be submitting the application under their signature. Instructions for how to activate this PIN are available on the ePLACE website.
- Once you click on “Save and Resume” the system will return you to a page called “My Records”
- Click on the blue “Resume Application” link next to the application line item to continuing completing the application.



Step 2. Application Information: Facility Related Information

- Click on “Instructions” for more information about this application
- Enter either the SIC Code or NAICS code for that best describes the facility. Use the links provided if you need assistance in finding the correct code
- Click “Continue Application”

Home

DEP Applications

AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application

1	2	3	4	5	6	7
Facility Information	Application Information	Documents	Special Fee Provisions	Applicant and Contributors		

Step 2: Application Information > Page 1 of 7

Instructions

* indicates a required field

Facility Related Information

For more information about:

1. Standard Industrial Classification (SIC) Code, please visit <https://www.osha.gov/pls/fmis/sicsearch.html>

2. North American Industry Classification System (NAICS) Code, please visit <https://www.census.gov/eos/www/naics/index.html>

*Note: Please enter either SIC or NAICS for this facility, at least one is required.

Standard Industrial Classification (SIC) Code: ⓘ

North American Industry Classification System (NAICS) Code: ⓘ

Continue Application »

Save and resume later



EEA ePLACE Portal

Step 2. Application Information: Existing Approvals

- Provide a list of existing plan approvals for this facility.
- Click “Add a Row” to get started

Each pollutant must be listed with the associated approval. This may mean that one approval may be listed multiple times in the table if that approval applies to multiple pollutants.

Use PTE for the approved emission limit if not limit is established in the approval

LIST OF EXISTING APPROVALS
List ALL existing Air Quality Plan Approvals, Emission Cap Notifications, and 310 CMR 7.26 Compliance Certifications and associated facility-wide emission caps, if any, for this facility in the table below. If you hold a Final Operating Permit for this facility, you may leave this table blank.

Showing 0-0 of 0

Approval type	Specify If Other	Is this proposed project modifying or replacing previously approved equipment?	Approval Number(s)	Transmittal Number(s) (If Applicable)	Air Contaminant	Specify	Approved Emission Limit in Tons (12 month period)
No records found							

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

LIST OF EXISTING APPROVALS ✕

List ALL existing Air Quality Plan Approvals, Emission Cap Notifications, and 310 CMR 7.26 Compliance Certifications and associated facility-wide emission caps, if any, for this facility in the table below. If you hold a Final Operating Permit for this facility, you may leave this table blank.

*Approval type:

Specify If Other:

Is this proposed project modifying or replacing previously approved equipment?:
☐ Yes ☒ No

Approval Number(s):

Transmittal Number(s) (If Applicable):

Air Contaminant:

Specify: ⓘ

Approved Emission Limit in Tons (12 month period): ⓘ

[Submit](#) [Cancel](#)



Step 2. Application Information: Equipment Description

- Provide a description of the project. There is a 4,000 character limit to this description. If more space is needed, attach a more detailed project description to the application.

Equipment Description

Note that per 310 CMR 7.02, MassDEP can issue a Plan Approval only for proposed Emission Unit(s) with air contaminant emissions that are representative of Best Available Control Technology (BACT). See Section D: Best Available Control Technology (BACT) Emissions and the MassDEP BACT Guidance at [\(link to be determined\)](#)

* Provide a Brief description of the proposed project, including relevant parameters and associated air pollution controls, if any:

* Are you going to attach a more detailed project description?:

☐ Yes ☐ No



AQ01 LIMITED PLAN APPROVAL

FUEL BURNING EQUIPMENT

Required Application Information:

- Details of Proposed Project (Equipment and Fuel Used)
- Stack Information
- Proposed BACT Emission Rate/ Limits
- Proposed Monitoring and Recordkeeping



Step 2. Application Information: Equipment

- Provide a list of equipment proposed in this application.
- Click “Add a Row” to start and supply information as requested in the pop up box.
- Once finished with a pop up box click “Submit”
- Once the table is complete, click “Continue Application”

Detail of Proposed Project

DETAIL OF PROPOSED PROJECT

Showing 0-0 of 0

Emission Unit No.	Equipment Type	Specify If Other	Description of Proposed Equipment Including Manufacturer and Model Number or Equivalent	Manufacturer's Maximum Heat Input Rating in MMBtu/hr	Fuel Used	Specify Other Fuel	Fuel Type	Type of Burner	Is the Emission Unit equipped with flue gas recirculation?	If Yes, provide the percent of recirculation
-------------------	----------------	------------------	-----------------------------------------------------------------------------------------	------------------------------------------------------	-----------	--------------------	-----------	----------------	------------------------------------------------------------	----------------------------------------------

No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

[Save and resume later](#)

DETAIL OF PROPOSED PROJECT

*Emission Unit No.: [?](#)

Equipment Type:

Specify If Other:

*Description of Proposed Equipment Including Manufacturer and Model Number or Equivalent:

*Manufacturer's Maximum Heat Input Rating in MMBtu/hr:

*Fuel Used :

Specify Other Fuel:

*Fuel Type:

*Type of Burner:

*Is the Emission Unit equipped with flue gas recirculation?: [?](#)

☐ Yes ☐ No

If Yes, provide the percent of recirculation:

[Submit](#)

[Cancel](#)



Step 2: Application Information: Stacks

- Provide a list and description of the stacks proposed in this application.
- Click “Add a Row” to start and supply information as requested in the pop up box.
- Once finished with a pop up box click “Submit”
- Once the table is complete, click “Continue Application

STACK INFORMATION

If the proposed process has no stack (emissions vented through general room ventilation), then no stack information is required. Complete the table below to summarize the details of the proposed project's stack configuration.

Note: Discharge must meet Good Air Pollution Control Engineering Practice. When designing stacks, special consideration must be given to nearby structures and terrain to prevent emissions downwash and adverse impacts upon sensitive receptors. Stack must be vertical, must not impede vertical gas flow, and must be a minimum of 10 feet above rooftop or fresh air intake, whichever is higher.

Showing 0-0 of 0

Emission Unit No	Does this Emission Unit have a stack?	Stack #	Stack Height Above Ground (feet)	Stack Height Above Roof (feet)	Stack Exit Diameter or Dimensions (inches)	Exhaust Gas Exit Temperature Range (Degrees Fahrenheit)	Exhaust Gas Exit Velocity Range (feet per second)	Stack Liner Material
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#) [Save and resume later](#)

STACK INFORMATION

If the proposed process has no stack (emissions vented through general room ventilation), then no stack information is required. Complete the table below to summarize the details of the proposed project's stack configuration.

Note: Discharge must meet Good Air Pollution Control Engineering Practice. When designing stacks, special consideration must be given to nearby structures and terrain to prevent emissions downwash and adverse impacts upon sensitive receptors. Stack must be vertical, must not impede vertical gas flow, and must be a minimum of 10 feet above rooftop or fresh air intake, whichever is higher.

* Emission Unit No:

* Does this Emission Unit have a stack?: ☐ Yes ☐ No

Stack #:

Stack Height Above Ground (feet):

Stack Height Above Roof (feet):

Stack Exit Diameter or Dimensions (inches):

Exhaust Gas Exit Temperature Range (Degrees Fahrenheit):

Exhaust Gas Exit Velocity Range (feet per second):

Stack Liner Material:

[Submit](#) [Cancel](#)



Step 2 Application Information: BACT Emissions

- Indicate if you are/ are not proposing top-case BACT then provide the detailed BACT Emission information in the pop up box.
- Click “Add a Row” to get started

BACT Emissions

BACT EMISSIONS
Complete the table(s) below to summarize the proposed project's BACT emissions.

Showing 0 - 0 of 0

Emission Unit No.	Fuel Used	Specify Other Fuel	Fuel Type	Air Contaminant	Other Air Contaminant	BACT Emission Limitation in Pounds per Million Btu	Proposed Emission Restriction (12-month) in tons	Proposed Monthly Emissions Restriction (Tons)	Proposed Fuel Usage Limit (if Any) - Monthly	Proposed Fuel Usage Limit (if Any) - Annually	Unit of measure
No records found.											

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application >](#) [Save and resume later](#)

BACT EMISSIONS

Complete the table(s) below to summarize the proposed project's BACT emissions.

* Emission Unit No:	Fuel Used :	Specify Other Fuel:
<input type="text"/>	--Select--	<input type="text"/>
Fuel Type:	* Air Contaminant: ?	Other Air Contaminant: ?
--Select--	--Select--	<input type="text"/>
* BACT Emission Limitation in Pounds per Million Btu :	* Proposed Emission Restriction (12-month) in tons: ?	Proposed Monthly Emissions Restriction (Tons): ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed Fuel Usage Limit (if Any) - Monthly: ?	Proposed Fuel Usage Limit (if Any) - Annually: ?	* Unit of measure: ?
<input type="text"/>	<input type="text"/>	--Select--

[Submit](#) [Cancel](#)



Step 2 : Application Information: Monitoring and Recordkeeping

Step 2: Application Information > Page 5 of 7

* indicates a required field.

Monitoring and Record Keeping Procedures

MONITORING AND RECORDKEEPING

Complete the table below to summarize the details of the proposed project's monitoring procedures and record keeping procedures. Proposed record keeping procedures need to be able to demonstrate your compliance status with regard to all Limitations/restrictions proposed herein. Record keeping may include, but is not limited to, hourly or daily logs, meter charts, time logs and fuel purchase receipts.

Showing 0-0 of 0

Emission Unit No.	Fuels Used	Specify Other Fuel	Fuel Type	Method of Monitoring	Specify Other	Record Keeping Procedures	Frequency of Data Record	Frequency of Data Record Hours
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application](#)

[Save and resume later](#)

Click “Add a Row” to get started and then complete the items in the pop up box below.

Add a description of the proposed monitoring and recordkeeping for each proposed emission unit and each fuel used

MONITORING AND RECORDKEEPING

Complete the table below to summarize the details of the proposed project's monitoring procedures and record keeping procedures.

Proposed record keeping procedures need to be able to demonstrate your compliance status with regard to all Limitations/restrictions proposed herein. Record keeping may include, but is not limited to, hourly or daily logs, meter charts, time logs and fuel purchase receipts

* Emission Unit No:

Fuels Used:

Specify Other Fuel:

Fuel Type:

* Method of Monitoring: ?

Specify Other:

* Record Keeping Procedures:

* Frequency of Data Record: ?

Frequency of Data Record Hours:

[Submit](#)

[Cancel](#)



AQ01 LIMITED PLAN APPROVAL

PROCESS EQUIPMENT OR ACTIVITY

Required Information:

- Details of Proposed Project (Emission Unit Description, Air Contaminants)
- Proposed Pollution Control Device(s)
- Project Configuration (EU#, PCD# and Stack)
- Stack Information
- Proposed BACT Emission Rate/ Limits
- Proposed Monitoring and Recordkeeping



Step 2. Application Information: Project Details

- Provide the proposed emission units and associated pollutant details
- Click “Add a row” to get started.
- Complete the pop-up box for each proposed emission unit or group of emission units

Details of Proposed Project

DETAIL OF PROPOSED PROJECT

Complete the table(s) below to summarize the details of each Emission Unit being proposed.

Showing 0-0 of 0

Emission Unit No.	Process Type	Specify If Other	Description of Proposed Equipment Including Manufacturer and Model Number or Equivalent	Maximum Design Capacity	Associated Fuel Burning Equipment	Air Contaminants	Specify	Uncontrolled PTE per 12 month period (tons per yr)
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Pollution Control Device (PCD) Information

*Are you going to connect the new/modified equipment to an existing or new pollution control device (PCD)?:
☐ Yes ☐ No

DETAIL OF PROPOSED PROJECT

Complete the table(s) below to summarize the details of each Emission Unit being proposed.

*Emission Unit No: ?

*Process Type: ?

Specify If Other: ?

*Description of Proposed Equipment Including Manufacturer and Model Number or Equivalent:

*Maximum Design Capacity: ?

*Associated Fuel Burning Equipment: ?

*Air Contaminants: ?

Specify:

*Uncontrolled PTE per 12 month period (tons per yr): ?

[Submit](#)

[Cancel](#)



Step 2. Application Information: Pollution Controls

- Provide information about existing or proposed pollution controls associated with the process
- Click “Add a row” to get started.
- Complete the pop-up box for each existing or proposed pollution control device.

Air Pollution Control Device (PCD)

PROPOSED POLLUTION CONTROL

Complete the table(s) below to summarize the details of each PCD being proposed. Note: If you are proposing one or more Air Pollution Control Devices (PCDs), you must also submit the applicable Supplemental Form(s).

Showing 0-0 of 0

Pollution Control Device #	New or Existing?	Pollution Control Device Type	Pollution Control Device Type - Other	Description of PCD	Air Contaminant(s) Controlled	Specify if Other	CE % by Weight	DE % by weight	OCE % Weight
No records found.									

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

[Save and resume later](#)

PROPOSED POLLUTION CONTROL

Complete the table(s) below to summarize the details of each PCD being proposed. Note: If you are proposing one or more Air Pollution Control Devices (PCDs), you must also submit the applicable Supplemental Form(s).

Pollution Control Device #:	New or Existing?: --Select--	Pollution Control Device Type: ? --Select--
Pollution Control Device Type - Other:	Description of PCD:	Air Contaminant(s) Controlled: ? --Select--
Specify if Other:	CE % by Weight: ?	DE % by weight: ?
OCE % Weight: ?		

[Submit](#)

[Cancel](#)



Step 2. Application Information: Project Configuration

- Complete a table to show how the proposed process equipment or activity relates to the pollution controls and stacks or vents. This is called the Configuration table.
- Click “Add a row” to get started

Project Configuration

PROJECT CONFIGURATION

Showing 0-0 of 0

Emission Unit No	PCD #	Stack #
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application >](#) [Save and resume later](#)

PROJECT CONFIGURATION

• Emission Unit No: PCD #: Stack #:

[Submit](#) [Cancel](#)



Step 2: Application Information: Stacks

- Provide a list and description of the stacks proposed in this application.
- Click “Add a Row” to start and supply information as requested in the pop up box.
- Once finished with a pop up box click “Submit”
- Once the table is complete, click “Continue Application

STACK INFORMATION

If the proposed process has no stack (emissions vented through general room ventilation), then no stack information is required. Complete the table below to summarize the details of the proposed project's stack configuration.

Note: Discharge must meet Good Air Pollution Control Engineering Practice. When designing stacks, special consideration must be given to nearby structures and terrain to prevent emissions downwash and adverse impacts upon sensitive receptors. Stack must be vertical, must not impede vertical gas flow, and must be a minimum of 10 feet above rooftop or fresh air intake, whichever is higher.

Showing 0-0 of 0

Emission Unit No	Does this Emission Unit have a stack?	Stack #	Stack Height Above Ground (feet)	Stack Height Above Roof (feet)	Stack Exit Diameter or Dimensions (inches)	Exhaust Gas Exit Temperature Range (Degrees Fahrenheit)	Exhaust Gas Exit Velocity Range (feet per second)	Stack Liner Material
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#) [Save and resume later](#)

STACK INFORMATION

If the proposed process has no stack (emissions vented through general room ventilation), then no stack information is required. Complete the table below to summarize the details of the proposed project's stack configuration.

Note: Discharge must meet Good Air Pollution Control Engineering Practice. When designing stacks, special consideration must be given to nearby structures and terrain to prevent emissions downwash and adverse impacts upon sensitive receptors. Stack must be vertical, must not impede vertical gas flow, and must be a minimum of 10 feet above rooftop or fresh air intake, whichever is higher.

* Emission Unit No:

* Does this Emission Unit have a stack?: ☐ Yes ☐ No

Stack #:

Stack Height Above Ground (feet):

Stack Height Above Roof (feet):

Stack Exit Diameter or Dimensions (inches):

Exhaust Gas Exit Temperature Range (Degrees Fahrenheit):

Exhaust Gas Exit Velocity Range (feet per second):

Stack Liner Material:

[Submit](#) [Cancel](#)



Step 2 Application Information: BACT Emissions

- Indicate if you are/ are not proposing top-case BACT then provide the detailed BACT Emission information in the pop up box.
- Click “Add a Row” to get started

BACT EMISSION

Complete the table(s) below to summarize the proposed project's BACT emissions.

*Emission Unit #:	Air Contaminant:	Other:
1	VOC	
*BACT Emission Limit:	*Unit of measure:	*Emission Restriction (Month) in tons:
*Emission Restriction (12-month) in tons:	*Production or Operating limit (Month):	*Production or operating Limit (12-month):

Submit **Cancel**

Best Available Control Technology (BACT) Emissions

BACT EMISSION

Complete the table(s) below to summarize the proposed project's BACT emissions.

For each of the indicated rows, please click Edit from the Actions drop-down menu, or check the box next to an indicated row, and click "Edit Selected", to enter the required information.

Showing 1-1 of 1

<input type="checkbox"/>	Emission Unit #	Air Contaminant	Other	BACT Emission Limit	Unit of measure	Emission Restriction (Month) in tons	Emission Restriction (12-month) in tons	Production or Operating limit (Month)	Production or operating Limit (12-month)	Actions
<input type="checkbox"/>		VOC								Edit

Add a Row **Edit Selected** **Delete Selected**

Continue Application **Save and resume later**

You can enter more than one BACT limit per pollutant by adding a line for each. Production or operating limits can be based on raw materials used or finished product produced



Step 2 : Application Information: Monitoring and Recordkeeping

MONITORING AND RECORDKEEPING

Complete the table below to summarize the details of the proposed project's monitoring and record keeping procedures. Proposed record keeping procedures need to be able to demonstrate your compliance status with regard to all limitations/restrictions proposed herein. Record keeping may include, but is not limited to, hourly or daily logs, meter charts, time logs, purchase records, raw material records, etc.

Showing 0-0 of 0

Emission Unit/PCD #	Method of Monitoring	Parameter Monitored	Other	Frequency of Monitoring	Frequency of Monitoring Hours	Record Keeping Procedures	Frequency of Data Record	Frequency of Data Record Hours
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

[Save and resume later](#)

Click “Add a Row” to get started and then complete the items in the pop up box below.

Add a description of the proposed monitoring and recordkeeping for each proposed emission unit and each parameter monitored.

MONITORING AND RECORDKEEPING

Complete the table below to summarize the details of the proposed project's monitoring and record keeping procedures. Proposed record keeping procedures need to be able to demonstrate your compliance status with regard to all limitations/restrictions proposed herein. Record keeping may include, but is not limited to, hourly or daily logs, meter charts, time logs, purchase records, raw material records, etc.

* Emission Unit/PCD #:

Other:

* Record Keeping Procedures:

* Method of Monitoring: ?

* Frequency of Monitoring: ?

* Frequency of Data Record: ?

* Parameter Monitored: ?

Frequency of Monitoring Hours:

Frequency of Data Record Hours:

[Submit](#)

[Cancel](#)



Step 2. Application Information: Regulatory Considerations

- **Required for BOTH Fuel and Process Applications**
- Identify any Federal Applicable requirements for the proposed project.

* indicates a required field.

Regulatory Considerations

Indicate below whether the proposed project is subject to any additional regulatory requirements.

* 310 CMR 7.00: Appendix A Nonattainment Review, or is netting used to avoid review under 310 CMR 7.00 Appendix A or 40 CFR 52.217: ?
☐ Yes ☒ No

* 40 CFR 60: New Source Performance Standards (NSPS)? ?
☐ Yes ☒ No

* 40 CFR 63: NESHAPS for Source Categories – Maximum Achievable (MACT) or Generally Available (GACT) Control Technology: ?
☐ Yes ☒ No

Federal Applicability

FEDERAL APPLICABILITY
If any federal requirement is applicable, please provide the reference to the federal standard (Part and subpart) such as 40 CFR 63 Subpart.

Showing 0-0 of 0

Emission Unit #	Part	Sub Part
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)



Application Information: Regulatory Considerations

- Identify any other (state) applicable requirements for the proposed project. The text box allows for a description of up to 4000 characters
- Indicate Facility-wide Potential for HAP and if the project is applicable to MEPA.

Other Regulatory Considerations

* Other Applicable Requirements?: [?](#)

☐ Yes ☒ No

Specify:

* Facility-Wide Potential-to-Emit Single Hazardous Air Pollutants (HAPS):

Non Major

* Facility-Wide Potential-to-Emit Combine Hazardous Air Pollutants (HAPS):

Non Major

Project Coordination

Is this project subject to MEPA Review?:

☐ Yes ☒ No

If yes, enter the project's EEA file number: [?](#)

[Continue Application »](#)

[Save and resume later](#)



Application Information: Energy Survey

- Similar to the previous paper-based application, this application requests that you complete an Energy Survey. Only one question is mandatory.

Step 2: Application Information > Page 7 of 7

* indicates a required field.

Energy Efficiency Evaluation Survey

Do you know where your electricity and/or fuel and/or water and/or heat and/or compressed air is being used/consumed?:

☐ Yes ☐ No

Has your facility had an energy audit performed by your utility supplier (or other) in the past two years?: [?](#)

☐ Yes ☐ No

Did the audit include evaluations for heat loss, lighting load, cooling requirements and compressor usage?:

☐ Yes ☐ No

Did the audit influence how this project is configured?:

☐ Yes ☐ No

Does your facility have an energy management plan?:

☐ Yes ☐ No

Have you identified and prioritized energy conservation opportunities?:

☐ Yes ☐ No

Have you identified opportunities to improve operating and maintenance procedures by employing an energy management plan?:

☐ Yes ☐ No

* Has each emission unit proposed herein been evaluated for energy consumption including average and peak electrical use; efficiency of electric motors and suitability of alternative motors such as variable speed; added heat load and/or added cooling load as a result of the operation of the proposed process; added energy load due to building air exchange requirements as a result of exhausting heat or emissions to the ambient air; and/or use of compressors?:

☐ Yes ☒ No



Step 3. Documents

- Based on information previously entered, the system will give a list of documents you must attach to the application. You may attach more documents than the minimum required.
- Document attachments are limited to 100 MB EACH.
- The system can accept digitized plot plans
- To attach documents, click “Browse” to start



Step 3: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Combustion Equipment Manufacturer Specifications, including but not limited to Emission Data
2. Monitoring plans

Attach Documents

The maximum file size allowed is 50 MB.

Name	Type	Size	Latest Update	Description	Action
RI OWB Case.pdf	Combustion Equipment Manufacturer Specifications, including but not limited to Emission Data	160.29 KB	03/27/2017	boiler info	Actions ▼
montanadoq.doc	Monitoring plans	31.50 KB	03/27/2017	monitoring plan	Actions ▼

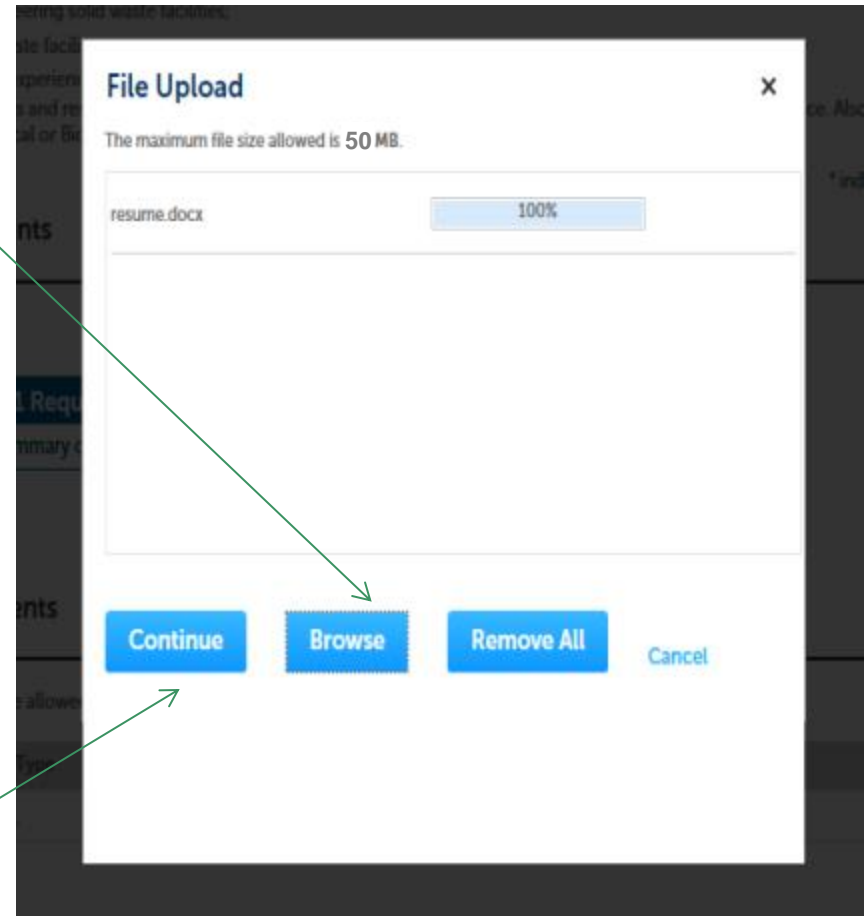
Browse

Continue Application »

Save and resume later

Step 3. Documents

- You will get a pop up box.
- Click “Browse” on pop up
- Find the document you wish to attach on your computer
- Click on the file name then click “open”
- Once the document uploads in the file upload box, click “Continue”



Step 3. Documents

- Pick a document type from the drop down list and type in a description of the document you attached
- Click “Save”
- The document will take a minute to load. When complete you will get the following message

Attach Documents

The maximum file size allowed is 50 MB.

Name	Type	Size	Latest Update	Description	Action
No records found.					

*Type:

File: WS10 ACA Script.docx
100%

*Description:

[Remove](#)

[Save](#) [Browse](#) [Remove All](#)

[Continue Application »](#) [Save and resume later](#)



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

- Click “Continue Application”



Step 4. Special Fee

- Most applicants will leave this section blank
- Use this section ONLY if you qualify under 310 CMR 4.0. or if you are required to pay double fee as a condition of an enforcement document.

Fee payment will be covered starting on Slide 40

Step 4: Special Fee Provisions > Page 1 of 1

* indicates a required field.

Special Fee Provisions

Check if applicable:

Exemption: ⓘ

☐

Exclusion (special agreement or policy): ⓘ

☐

Substitution (ASP/IRP): ⓘ

☐

Double Fee for Enforcement: ⓘ

☐

Hardship payment extension request: ⓘ

☐

Continue Application »

Save and resume later



Step 5. Applicant & Contributors

- The Application Contributors table will show all the people who have logged into the application to contribute to it or view it.
- In the Signatory section
 - ▶ Type in the Organization Name
 - ▶ Indicate the organization type (source of signatory authority)
 - ▶ Indicate the title of the person who will be the signatory for this application.

Step 5: Applicant and Contributors > Page 1 of 1

* indicates a required field.

Application Contributors

Shown below are all registered users that have viewed, edited and/or signed this application.

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Delegate User 177M0-002371					Edit/View

Signatory Authority

* Organization Name:

* Source of Signatory Authority:

* Title:



Step 5. Applicant and Contributors

- The Applicant Information box will show the name and address of the person currently logged into the application. This is the applicant. If the person filing out the form is NOT the “Responsible Official” for the Facility, they are not the applicant, please log out and have the Responsible Official log in to complete the form.
- Click “Continue Application” if the correct person is shown as the applicant. Ignore the “Edit or View” link- this has been disabled.

Applicant Information

To review or certify this application, click on the “Continue Application” button. For most applications, if you are not the applicant, you will only be able to review. After reviewing, you will need to click on the “Save and resume later” button, and have the applicant log-in to certify.

Applicant Information:

Ted Smith
10 Winter Street
Boston, MA, 02144
Telephone #: 617-777-5555 Email: tedsmith@email.com

[Edit or View](#)

[Continue Application »](#)

[Save and resume later](#)



Step 6. Review

- Review your application
- Click “Edit Application” if you want to update or change any information you provided.
- The application should be shared with the Signatory or Responsible Official so they too can review the application before submittal.



1 Facility Information	2 Application Information	3 Applicant and Contributors	4 Review	5 Application Submitted
------------------------	---------------------------	------------------------------	----------	-------------------------

Step 4: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

If you arrive at this Review page after selecting "Resume Application" from your dashboard, (and then select "Pick up where I left off"), you will need to click on the "Applicant and Contributors" tab at the top of this page, and then click "Continue" to finish submitting this application.

[Edit Application](#)

Facility Information

HAMPDEN PAPERS INC | 100 WATER ST HOLYOKE MA 01040
DEP Facility ID: 130889
DEP Region: WE
AQ ID: 0420181
HW ID: MAD001115526
Facility Record ID: 15-FAC-014867

Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
John Smith					Edit/View

Notification Statement

Does your facility already operate with an emissions cap?:

Yes

Restricted Emission Status (RES) Approval

Step 6. Certification: Responsible Official

- When ready to submit, the Responsible Official should be logged in and their name should appear under “Applicant Information”
- Read the certification statement
- Check the box agreeing to it
- Click “Continue”

Applicant Information

Laurel J Carlson
Boston, 02108
United States
Ext #:One Winter St 7th Floor

Telephone #:617-348-4095
E-mail:Laurel.Carlson@state.ma.us

"I certify that I have personally examined the foregoing and am familiar with the information contained in this document and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment"

☐ I agree that I am the Applicant.
If you are not the Applicant then click on 'Save and resume later' button.

Date Signed:

Continue Application »

Save and resume later



Step 7. Pay Fees

- Both “Pay Online and “Pay by Mail” are available.
- If you select “Pay by Mail”, the application review will not start until the check has been received
- Online payment requires payment of a service charge.

Click the appropriate box to begin

AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application

1	2	3	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7 Pay Fees	8 Application Submitted
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Step 7: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
LPA Fuel Emission Application Fees	\$645.00

\$645.00

Pay Online »

Pay by Mail »



Step 7: Pay Online

- If you select “Pay Online” you will be redirected to a third party payment page.
- Provide the information required on this page and click on “I accept” to indicate your acceptance of the MassDEP and Ncourt Terms Agreement.

Description	Item Number	Amount
DEP/3rd Party Certification/Application	17TMP-000750	\$195.00
		\$195.00

Total Convenience Fee Due: **\$13.98**
Total Amount Due: **\$208.98**

Billing Information

Payment on Behalf of

All fields are required

Enter Company OR First and Last Name below.

Company Name
Enter Company Name

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() - -

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information

To pay by electronic check, click the ACH tab.

Card Type
Credit/Debit Card ☒ ACH ☐

Card Type
Select Card Type

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
01 2016

Check to accept to both the MassDEP and nCourt Terms Agreements.
☒ I Accept

MassDEP Terms Agreement

For all payment methods, the email acknowledgment sent back to to the customer after "I Accept" must include a contact telephone number at the merchant entity.

[nCourt Terms Agreement](#)



Step 7. Pay Fees: Pay Online

- At the bottom of the page is the button to “Submit Payment” or, if you wish to change your mind and pay by mail, Click the “Back” button to return to the application

Please click the back button to return to your application

Back

Submit Payment



Step 7 Pay Fees: Pay By Mail

- If you pay by mail, you will be e-mailed instructions
- Please make checks payable to the “Commonwealth of Massachusetts” and include your application # on the check
- You can mail your payment to:
Department of Environmental Protection
PO Box 4062
Boston, MA 02211



Record Issuance

- When you successfully submit your Notification you will receive the following notice.
- You will also received a Record ID so you can track the status of your application on line
- Go to your “My Records” page to see the status of an application

AQ01 - Limited Plan Approval for Process Emission Unit(s) Application

1	2	3	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7 Pay Fees	8 Record Issuance
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Step 8: Record Issuance



Successfully Completed.

Thank you for using our online services.
Your Record Number is 17-AQ01P-000048-APP.

Conditions

Showing 1-2 of 2

Documents - 2 Uploaded

Required Documents

PCD Supplemental Form- Afterburner/ Oxidation

Required Documents

Uploaded || 04/06/2017

Process Equipment Manufacturer Specifications and supporting Safety Data Sheets for materials used

Required Documents

Uploaded || 04/06/2017

You will need this number to check the status of your application.



After Submittal

- Notifications will be sent you to via email:
 - ▶ Confirmation of Application Submission and Payment Information – Information about payment. This notice will include your application or Record Number.
 - ▶ Proof of Record – A printable copy of your application minus attachments. This will be sent approximately 5 minutes after submission.



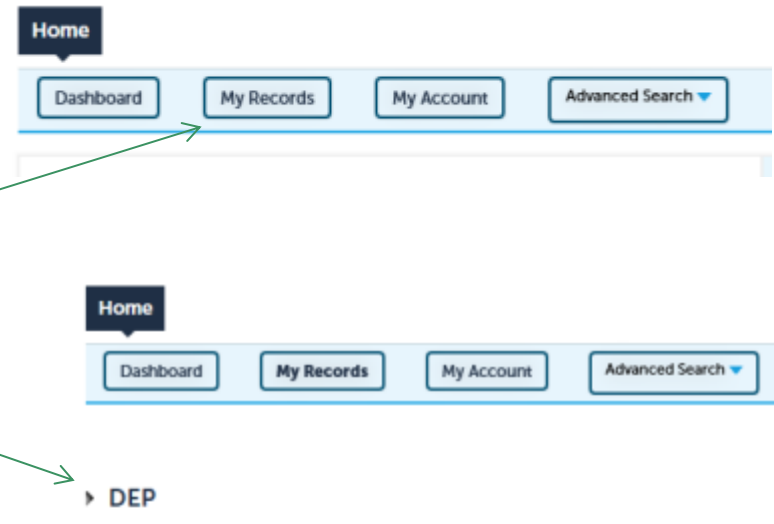
Your Records in ePLACE

- Every application you prepare or submit will be saved in a file associated with your account in EEA ePLACE.
- From the “My Records” screen you will be able to:
 - ▶ Resume Application – If you decided “Save and Resume” during the application process, you can resume here.
 - ▶ Edit – If your application is not complete or requires a change after submission, you may be given the option to edit here after the Department has confirmed this.
 - ▶ Pay Fees Due – If you have fees that are due (or fees that have been paid by mail but have not been processed yet).



Accessing Your Records

- Log in to EEA ePLACE Portal
- Click “My Records”
- Click the “▶” in front of “DEP” on the next screen



“My Records”

- View list of Applications/ Authorizations associated with your account.
- Status indicates current status
- Actions are also shown here
- Resume a partially completed application here

▼ DEP

Showing 1-10 of 26 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	03/03/2017	17-WS10-000499-APP	WS10 - Cross Connection Certification Application			On Hold	
<input type="checkbox"/>	02/24/2017	17-WS10-000482-APP	WS10 - Cross Connection Certification Application			Approved	
<input type="checkbox"/>	02/24/2017	17-WS10-000483-APP	WS10 - Cross Connection Certification Application			Payment Pending	Pay Fees Due
<input type="checkbox"/>	02/24/2017	17-WS10-000481-APP	WS10 - Cross Connection Certification Application			Payment Pending	Pay Fees Due
<input type="checkbox"/>	02/24/2017	WS10-0032775	WS10 - Cross Connection Certification Authorization		02/24/2020	Active	Amendment
<input type="checkbox"/>	02/23/2017	17TMP-001404	WS10 - Cross Connection Certification Application				Resume Application
<input type="checkbox"/>	02/21/2017	17-WS10-000411-APP	WS10 - Cross Connection Certification Application			Approved	
<input type="checkbox"/>	02/21/2017	WS10-0032770	WS10 - Cross Connection Certification		02/21/2017	About to Expire	Renew Authorization



To Get Help

- Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records)
- ePLACE_helpdesk@state.ma.us.
- or call (844) 733-7522 (7:30 am – 5pm, M-F)
- Questions about the Program Requirements for this certification.
 - Regional Permit Chief
 - Don't know which region to contact? See <http://www.mass.gov/eea/agencies/massdep/about/>

